



152 W. Cedar Street, Sequim, WA 98382
(360) 683-4139 FAX (360) 681-3448

APPLICATION TO PARTICIPATE IN COMMUNITY ORGANIZATION SIGNAGE PROGRAM

The purpose of this program is to provide an opportunity for community organizations that are active in the City of Sequim to post their club logo which informs the public of their existence and may encourage more volunteerism in the community.

Community Organizations are defined as a voluntary non-profit, non-political, non-commercial organization with the primary goal of providing services that directly benefit the citizens of Sequim.

Signs shall be selected for posting on the City's support structure on a first-come, first-served basis up to the limit of spaces available on the structure. Signs shall be owned by the organization. The organization is responsible for any replacement cost in the event their sign is destroyed, damaged or worn.

The City reserves the right to remove, relocate, or alter the support structure and its displayed signs at any time. If a support structure is removed or altered in such a way to cause the removal of one or more signs, the City will make reasonable efforts to return the signs to the participating entity/service club.

Procedures

Submit application, proposed sign design and appropriate fee to:

**Department of Public Works
152 West Cedar Street, Sequim, WA, 98382**

Upon approval of the application, the Community Organization will have 30 days to produce their approved sign and submit their sign to the Department of Public Works.

Sign criteria

- Signs shall be circular and 18" in diameter
- Signs shall contain the organization name and/or logo
- Signs must be made of 0.063" thick aluminum or poly metal and printed on one side only

Applicant Information	
Name of Community Organization:	
Name of Representative:	
Mailing Address:	
Physical Address, if different from above:	
Business Telephone:	Business Email:
Representative Telephone:	Representative Email:

Organization Information

Please explain how the goals/purpose of your organization directly benefits the citizens of Sequim:

My organization is (check all that apply)

- ☐ Non-Profit
- ☐ Non-Political
- ☐ Non-Commercial
- ☐ Open membership

Please note that *for-profit* and *political* organizations are *not eligible* for this program.

Required Attachments

Design proof which includes material, color and graphics

There are two kiosks available – one at East Washington near Simdars Road and the other at West Washington near Sequim Village Marketplace.

Check your preferred location and submit the fee payable to the City of Sequim:

- ☐ East end **\$50 per sign/per location (This does NOT include the cost for the actual signage).**
- ☐ West end *(NOTE: Fee is refundable if sign is not selected for placement.)*

For Office Use Only:

Proposed design approved: _____ Date: _____

Fee paid and amount: _____ Receipt Number: _____

Placed on waiting list: ☐ Yes ☐ No